Travel & Expense Reimbursement Checklist

	Travel/Expense Forms	
1.	Travel Reimbursement Cover Sheet (with your signature, not typed)	
2.	Mileage Calculator Form (with your signature, not typed)	
3.	Google calendar (Itinerary)	
4.	Receipts (i.e. supplies, hotel stay) with POs	
5.	Meal receipts	
6.	GSA rates printout for lodging and meals (if overnight travel or out of state travel) or proof of conference rate.	

Add if Out of State Travel

Prior to Out of State Travel		
	Approved AFESC Travel Form	
	Air fare (will not pay for upgrades) with PO	
	Conference registration with PO	
After Out of State Travel		
	Approved AFESC Travel Form	
	Personal name badge	
	Agenda with sessions highlighted that you attended and/or certificate of attendance	
	Boarding pass (either from on line record or from a screen shot from your phone)	
	Receipt for checked bag (only one checked bag reimbursed)	
	Hotel receipt with GSA rates (Proof of Conf. Hotel Rate if above GSA)	
	Meal receipts with GSA rates (If conference or hotel provides a meal, you will not be reimbursed if you choose to purchase that meal.)	